



Special City Council Meeting
Tuesday, September 29, 2020
5:30 p.m.



OUTLINE

- ◉ Process and Timeline
- ◉ Position overview
- ◉ Questions & Answers/Discussion/Direction

PROCESS AND TIMELINE

- Per State Code - 372.13(2):

“A vacancy in an elective city office during a term of office shall be filled, at the council's option, by one of the two following procedures”:

1. City Council Appointment
2. Special Election

- Replacement to complete current term (ends December 31, 2021)
 - 15 months remaining



PROCESS AND TIMELINE

◉ If by City Council appointment:

- Determination must be done within 60 days of vacancy (by November 21, 2020)
- Council must publish a *Notice of Intent to Appoint* no less than four days nor more than 20 days from the date of appointment.
- Council may make the appointment to fill the vacancy four days after the Notice is published.

PROCESS AND TIMELINE

◉ If by Special Election:

- Determination must be done within 90 days of vacancy (by December 21, 2020)
- Conducted by County Auditor
- Per County Auditor
 - Estimated cost - \$10,000
 - Estimated date of election – Tuesday, March 9, 2021
 - Estimated date of results – Tuesday, March 16, 2021

◉ Special Election may also take place if petition filed within 14 days of publication of *Notice of Intent* or within 14 days of appointment

POSITION OVERVIEW

- ◉ Chapter 15 of City Code addresses position of Mayor
- ◉ Chapter 15 is based upon Iowa Code Chapter 372
- ◉ Chapter 15 of City Code establishes:
 - Term of Office (15.01)
 - Powers and Duties (15.02)
 - Appointments (15.03)
 - Compensation (15.04)
 - Voting (15.05)

POSITION OVERVIEW

☉ Term of Office (15.01)

- Four years

☉ Powers and Duties (15.02)

- Runs City Council meeting
- Proclamation of Emergency
- Vetos
- Executes documents

15.02 POWERS AND DUTIES.

The powers and duties of the Mayor are as follows:

1. Chief Executive Officer. The Mayor is the Chief Executive Officer of the City and presiding officer of the Council. Except for the supervisory duties which have been delegated by law to a city manager, the Mayor shall supervise all city officers and departments.

(Code of Iowa, Sec. 372.14[1])

2. Proclamation of Emergency. Have authority to take command of the police and govern the City by proclamation, upon making a determination that a time of emergency or public danger exists. Within the City limits, the Mayor has all the powers conferred upon the Sheriff to suppress disorders.

(Code of Iowa, Sec. 372.14[2])

3. Special Meetings. Call special meetings of the Council when the Mayor deems such meetings necessary to the interests of the City.

(Code of Iowa, Sec. 372.14[1])

4. Mayor's Veto. Sign, veto, or take no action on an ordinance, amendment, or resolution passed by the Council. The Mayor may veto an ordinance, amendment, or resolution within 14 days after passage. However, the Mayor may not veto an ordinance, amendment, or resolution if the Mayor was entitled to vote on such measure at the time of passage. The Mayor shall explain the reasons for the veto in a written message to the Council at the time of the veto.

(Code of Iowa, Sec. 380.5 & 380.6[2])

5. Reports to Council. Make such oral or written reports to the Council as required. These reports shall concern municipal affairs generally, the municipal departments, and recommendations suitable for Council action.

6. Negotiations. Represent the City in all negotiations properly entered into in accordance with law or ordinance. The Mayor shall not represent the City where this duty is specifically delegated to another officer by law, ordinance, or Council direction.

7. Contracts. Whenever authorized by the Council, sign contracts on behalf of the City.

8. Professional Services. Upon order of the Council, secure for the City such specialized and professional services not already available to the City. In executing the order of the Council, the Mayor shall act in accordance with this Code of Ordinances and the laws of the State.

9. Licenses and Permits. Sign all licenses and permits that have been granted by the Council, except those designated by law or ordinance to be issued by another municipal officer.

10. Nuisances. Issue written order for removal, at public expense, any nuisance for which no person can be found responsible and liable.

11. Absentee Officer. Make appropriate provision that duties of any absentee officer be carried on during such absence.



POSITION OVERVIEW

⦿ Appointments (15.03)

- Mayor Pro Tem
- Library Board
- IMU Board
- Others

⦿ Compensation (15.04)

- The salary of the Mayor is \$6,000 per year.
- Approximately \$4,500 remaining as of October 1, 2020

POSITION OVERVIEW

◉ Voting (15.05)

- Does not vote
- May vote in event of tie *“not involving ordinances, resolutions, or appointments made by the Council alone.”*

15.05 VOTING.

So long as the City is governed by the Mayor-Council form of government composed of a Mayor and a Council consisting of two Council members elected at large, and one Council member from each of four wards, the Mayor may vote to break a tie vote on motions not involving ordinances, resolutions, or appointments made by the Council alone.

(Code of Iowa, Sec. 372.4)

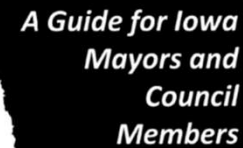


POSITION OVERVIEW

◉ Role of Mayor

- Presiding Officer for City Council meetings
- Sign or veto legislation
- Declare state of emergency or declare public danger
- Per State and City Code, does not have administrative authority or supervise positions

2020 *Iowa Municipal Policy Leaders' Handbook*



*A Guide for Iowa
Mayors and
Council
Members*

Previously published in cooperation with the
Institute of Public Affairs The University of Iowa
© Iowa League of Cities, 2020



POSITION OVERVIEW

- ◉ Informal Role of Mayor

5. Informal Duties and Powers

Mayors are typically involved in numerous civic activities, such as representing the city at various community organizations, speaking at public events or community groups, and participating in ribbon cutting and other community ceremonies. These informal responsibilities can frequently be quite time-consuming but are considered an important part of the mayor's job.

POSITION OVERVIEW

- ◉ As presiding officer at City Council meetings, Mayor:
 - Calls meeting to order
 - Calls for votes and announces results of vote
 - Maintains order and decorum
 - Enforces the City Council's rules of procedure

D. CITY COUNCIL ORGANIZATION

1. Mayor

The mayor is the presiding officer at city council meetings. As presiding officer, the mayor has the following functions:

- Calls the meeting to order.
- Announces the order of business as provided on the agenda.
- States motions on "the table".
- Calls for votes, when appropriate, and then announces the result of the vote.
- Generally prevents irrelevant or frivolous debate or discussion.
- Maintains order and decorum.
- Enforces the council's rules of procedures.

DECISION POINT

- ◉ Questions & Answers/Discussion

- ◉ Direction
 - Appointment
 - Special Election